

Application User Guide

2021 Shovel-Ready Capital Recovery and Investment Act (Shovel-Ready CRI)

Browser: Use Google Chrome, Mozilla Firefox, or Microsoft Edge.

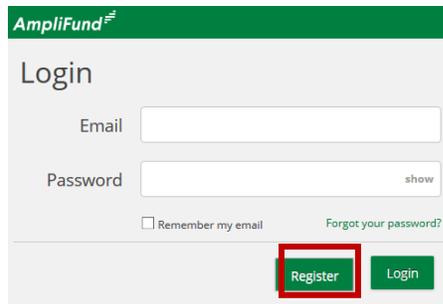
For Program Specific questions (eligible projects, matching requirements, etc.), please see the Application & Program Guidelines.

How to Apply

1. Click on the link to the [2021 SRCRI application](#) provided by the Nebraska Department of Economic Development.
2. Click on the **Apply** button in the top right.



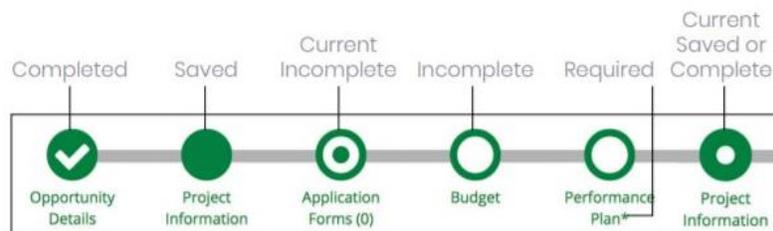
3. You will be brought to a page that asks you to either **Register** or **Log In**.
 - a. If you do not already have an AmpliFund username and password, click **Register**. Please see the 'Registering for the Applicant Portal' user guide here for more information, <https://opportunity.nebraska.gov/amplifund/#application>
 - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Login**.



NOTE: If you chose **Register**, you will be brought back to the program application page upon completing registration. Once again, click the **Apply** button to begin the application.

The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar, also known as the timeline. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

NOTE: The Progress Bar below is an example of the different statuses, your application may not include each section.



2021 Shovel-Ready Capital Recovery and Investment Act (SRCRI)

Application Progress Bar (Timeline)

NOTE: You do not need to complete the timeline sections in order.



Project Information Section

Application Information

4. In the **Application Information** section, enter in your Application Name and Award/Contribution Amounts for the expected project.

Application Information

Application Name* Project Name

How much are you requesting from the funder?

Award Requested* Grant Funds

How much are you planning to contribute to the budget?

Cash Match Requirement ?

Cash Match Contributions* Cash Match

Total Award Budget

Requirements

Application Name: [Name of Organization][Brief Project Name] e.g. AnyNon-Profit Museum Renovation

Award Requested (Grant Funds) Maximum: \$15,000,000

NOTE: The minimum and maximum award amounts depend on the total cost of your capital project. See the Application Guidelines for more information.

Cash Match Minimum: 100% of Award Requested

Primary Contact Information

The fields in the **Primary Contact Information** section will auto-fill with the details provided from when you registered. If the Primary Contact person is someone other than yourself, complete the correct Name and details in the required fields (replacing your information with the appropriate contact).

NOTE: The Primary Contact Information is the Primary Contact for the Applicant Organization for this application.

*Fields marked with an asterisk are required

5. Enter the first and last name of the Primary Contact person in the **Name** field.
6. Enter the email address of the Primary Contact person in the **Email Address** field.
7. Enter the number and street name in the **Address Line 1** field.
8. Populate the **City, State/Province** and **Postal Code** fields accordingly.
9. Enter the **Phone Number** of the Primary Contact.
10. Once all required fields are populated, please click **Mark as Complete**.

NOTE: In order to successfully submit an application, all sections must be Marked as Complete. A green circle with a white checkmark will appear in the timeline when a section has been Marked as Complete.



11. To move onto the next part of the application, click **Save and Continue**.



Primary Contact Information

Name*	<input type="text" value="John Doe"/>
Email Address*	<input type="text" value="john.doe@test.com"/>
Address Line 1*	<input type="text" value="123 Main St"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Lincoln"/>
State/Province*	<input type="text" value="NE"/>
Postal Code*	<input type="text" value="68505"/>
Phone Number	<input type="text" value="4021234567"/>

Application Forms Section

12. To navigate to the Forms section, click on the **Application Forms** timeline icon at the top.



Forms

[Help](#)
[Download](#)
[Save & Continue](#)

Name	Status	Print
Shovel-Ready Application	New	

◀ 1 ▶ 25 items per page 1 - 1 of 1 items

- Each form needs to be clicked on, filled in per the instructions supplied on the respective form, and then **Marked as Complete** when finished.
- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on.
- **Save & Continue** will move you onto the next section or form.

[Save](#)
[✓ Mark as Complete](#)
[Save & Continue](#)

The 'Status' column indicates the progress of each application form.

Name	Status
Shovel-Ready Application	New

◀ 1 ▶ 25 items per page

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time you access the application.
- **In Progress:** Application Form has been partially completed, and Saved.
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete.

13. Click on the 'Shovel-Ready Application' form

Name	Status
Shovel-Ready Application	New

◀ 1 ▶ 25 items per page

Form Instructions

Shovel-Ready Application Form

14. Fill out the first three fields about the Primary Contact. Remember that the Primary Contact information is entered in the 'Project Information' section.

NOTE: The Phone Number field should not have any punctuation.

Primary Contact - Organization *

Primary Contact - Title *

Primary Contact - Phone Number *

0

15. Complete the 'Applicant Information' section.

Applicant Information

*The Applicant **Primary Contact Information** is on the previous page, Project Information section.

Name of Applicant Organization  *

Applicant - Phone Number (0000000000)  *

10

Applicant - Extension 

Applicant - Address Line 1  *

Applicant - Address Line 2 

Applicant - City  *

Applicant - State  *

Select an item... 

Applicant - Postal Code  *

5

Employer Identification Number (EIN) (000000000)  *

9

16. Complete the **Applicant Eligibility Thresholds** section.
NOTE: Refer to the Application Guidelines for any eligibility questions.

Applicant Eligibility Thresholds

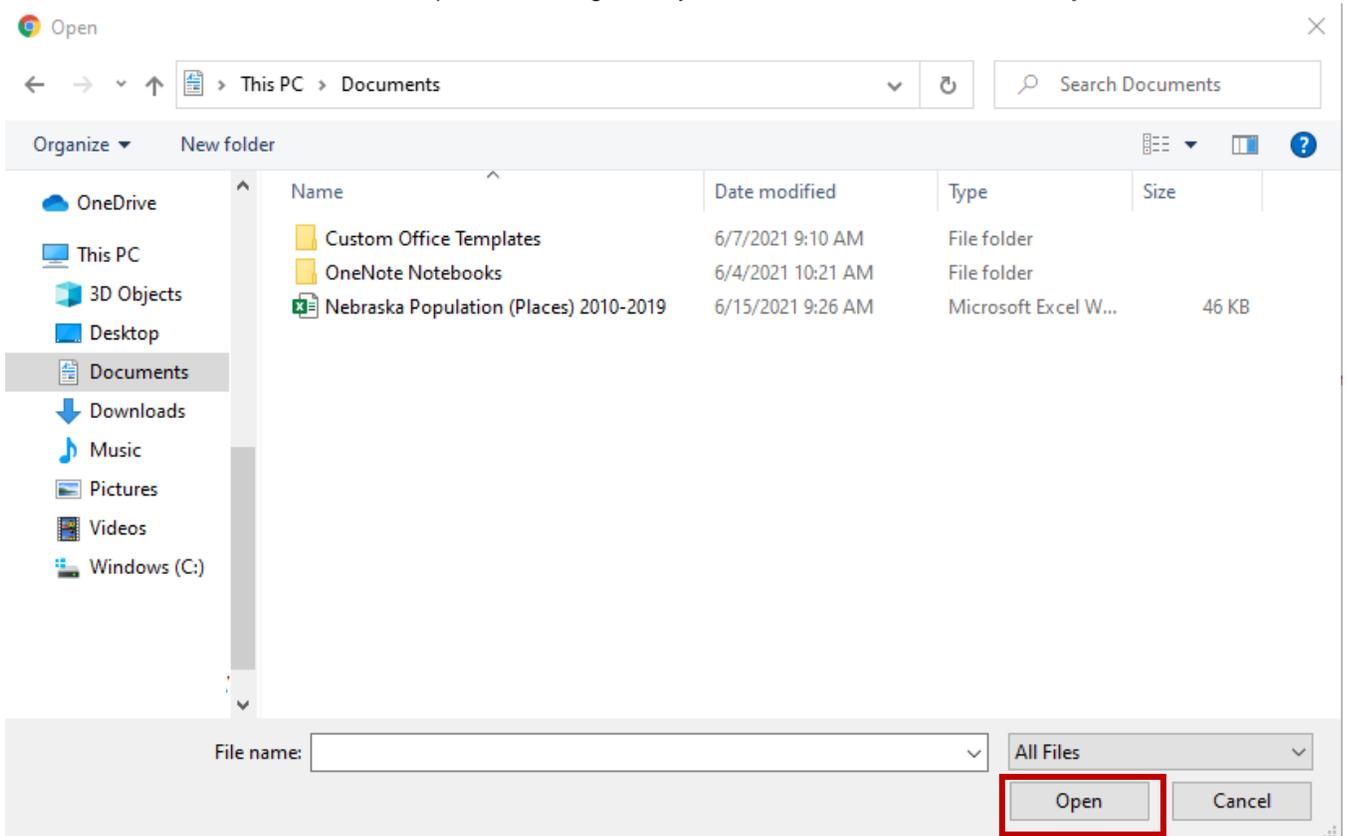
Applicant is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code *

- Yes
 No

- a. To upload a file:
i. Click on **'Choose File'**

Choose File

- ii. Use the file explorer to navigate to your saved document and click **Open**.



- iii. The file should show up as a green hyperlink under **Choose File**.

UPLOAD: Provide a copy of the Applicant's IRS Determination Letter *

Choose File

Nebraska Population (Places) 2010-2019.xlsx

- iv. If you need to delete the file, choose the **trashcan icon**. Follow steps 16. A. i – iii to attach a new file.

Nebraska Population (Places) 2010-2019.xlsx 

17. Complete the **Project Information** section.

Project Information

Name of Facility or Project (Project Name)

Is your capital project located in Nebraska? *

18. Complete the **Preparer Information** section

Preparer Information

The Applicant **Primary Contact Information is on the previous page, Project Information section.*

Is the Preparer organization different from the Applicant organization? *

- Yes
 No

19. Complete the **Award Information** section.

Award Information

If your application is approved, who will be the main contact to manage the Post-Award process? This main contact is referred to as the Recipient Grant Manager.

Recipient Grant Manager - First Name *

Recipient Grant Manager - Last Name *

20. Complete the **Terms of Acceptance**

Terms of Acceptance

To the best of my knowledge and belief, data and information in this application is true and correct, including any commitment of local or other resources. The applicant will comply with all requirements in the Shovel-Ready Capital Recovery and Investment Act and any rules as outlined in the American Rescue Plan Act. I understand that DED will consider applications in the order in which they are received and that DED may approve application within the limits of available funding. By signing and submitting this form, I affirm that the governing body of the applicant has duly authorized this application and I have been authorized to submit the application.

Please type First and Last Name *

Electronic Signature

21. When you are finished with the form, choose **Mark as Complete**

22. Click **Save & Continue**

Printing Forms

Each form can be printed individually by clicking the 'Print' icon located in the same row of the form.

Name	Status	Print
Shovel-Ready Application	In Progress	

NOTE: Applicants will have the ability to print a completed version of the application in its entirety before and after final submission.

Verify that Forms are Complete

Each Application Form must be **“Marked as Complete”** in order to successfully submit an application.

23. Check that all your application forms have a status of **Complete**.

Eligible to Submit Application:

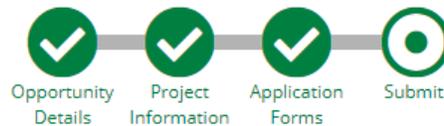
Name	Status	Print
Shovel-Ready Application	Complete	

Not Eligible to Submit Application:

Name	Status	Print
Shovel-Ready Application	In Progress	

Submitting your Application

When you are ready to submit your application, click on the Submit button on the timeline.

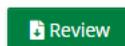


From the Submit page, you will be able to:

- Download your completed application before or after submission.
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page.
- Submit your application.

How to Download and Review your Application

23. Click the green **Review** button to download a PDF of your completed application.



How to Submit Application

- In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be **Marked as Complete**.
- You can verify that all sections and application forms have been **Marked as Complete** by referencing the timeline at the top of page and ensuring there is a check in each section.
- When all sections have been **Marked as Complete**, submit your application by clicking on the green **Submit** button.

Eligible to Submit Application:



Application Name

You are about to submit your application, **Test Application**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Not Eligible to Submit Application:

- If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application.
- A message will appear on this page in red, notifying you of any uncompleted forms or sections



Application Name

You are about to submit your application, **Test Application**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms that are either "New" or "In Progress" for this application!

Successful Submission

24. Once you have verified that you are eligible to submit, click the green **Submit** button.



25. Once you have successfully submitted your application, a success message will appear on your screen.

Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.



26. After you have successfully submitted your application, the Primary Contact Email Address (entered on the Project Information section) will receive an email from no-reply@gotomygrants.com notifying of the date and time of the submission. The subject will be 'Application Submit Success Notification'.

- a. The Application Preparer will receive the 'Application Status Change Notification' automated responses.

27. The Application Status (e.g. Submitted, Unsubmitted, Approved, Rejected) can be checked by the Application Preparer by logging into the Applicant Portal at <https://ne.amplifund.com>.

- a. For more information, see [Viewing Started and Submitted Applications/Downloading Submitted Applications](#).

28. Once submitted, no changes can be made to the application. The completed application can be accessed and viewed at any time by logging back into the Applicant Portal at <https://ne.amplifund.com>.